

**SOUTH DAKOTA  
DEPARTMENT OF EDUCATION  
OFFICE OF THE COORDINATOR FOR  
EDUCATION OF HOMELESS CHILDREN AND YOUTH  
700 GOVERNORS DRIVE  
PIERRE, SD 57501**



**MCKINNEY-VENTO HOMELESS CHILDREN AND YOUTH PROGRAM  
ACT OF 2001  
As reauthorized by the “No Child Left Behind Act”  
Public Law 107-110  
GRANT APPLICATION**

Application Deadline: July 1

Contact Person:

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# McKinney-Vento Homeless Children and Youth Assistance Grant Application

## Public Law 107 - 110

School District Name
Address
City, State, Zip
Name & Title of School District Contact Person for Grant Application
Phone Number
Fax
E-Mail Address

Designated Homeless Education Liaison
E-Mail Address

<p><b><u>ASSURANCES</u></b></p> <p>I hereby assure that McKinney-Vento Homeless Assistance Act Federal funds will be used to come into compliance with the requirements set forth in Section 722(g)(3) through (7) of the McKinney-Vento Homeless Assistance Act (See Appendix A).</p> <p>I hereby assure that McKinney-Vento Homeless Assistance Act Federal funds will be used to come into compliance with the requirements set forth in Section 723(a)(2) and (3) of the McKinney-Vento Homeless Assistance Act (See Appendix B).</p> <p>I hereby assure that the LEA will comply with all guidelines set out in Sec. 436 of the General Education Provisions Act (GEPA). (See Appendix C).</p> <p>I hereby assure that the LEA's combined fiscal effort per students was not less than 90 percent of such combined fiscal effort or aggregate expenditures for the second fiscal year preceding the fiscal year for which the determination is made.</p> <p>I hereby assure that the participation of the LEA in this program will be conducted in accordance with all federal, state, and local laws and requirements.</p> <p>I hereby assure that supporting documents for expenditures under this program will be maintained in an orderly manner to permit audit of expenditures and will be made available to appropriate officials on request.</p> <p>I hereby assure that subcontracts for certain activities of the grant, will be supervised by the same LEA fiscal agent.</p> <p>I hereby assure that the information contained in this application is accurate and complete.</p> <p>I hereby assure that the board of the above named applicant has authorized me as its representative to file this application.</p>	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Name of LEA Authorized Representative (Type or Print)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Title of Authorized Representative (Type or Print)
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Original Signature of LEA Authorized Representative	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date

## DIRECTIONS

Provide the following information in narrative form using the headings listed below. Be sure to thoroughly address all items. Attach to the end of this application.

### ASSESSMENT OF NEEDS

All applicants must justify and explain the need for the proposed project, highlighting any factors unique to their area. Applicants should identify the participants/sources of information, describe the needs assessment process itself, and demonstrate knowledge of the unique educational and supportive service needs of the population. In this section describe the existing barriers or policies which keep homeless children and youth from attaining equal access to education in this LEA. Describe how those barriers or policies will be eliminated. This section should also prioritize needs and present a rationale for the particular choice of project.

### DESCRIPTION OF SERVICES

State the overall vision of the project. Describe the ways in which the vision integrates various kinds of educational and supportive services programming for homeless children and youth. How are efforts between the school and social services, housing authorities, State Education Agency, and community members coordinated? Summarize the proposed project by describing the ways in which the project addresses the needs identified above. Utilize information contained in this application to formulate objectives for your project. These objectives should be described specifically on the sheets included on page 6 by outlining an appropriate set of activities for each major objective. This section should also contain plans for identifying students in need of service, disseminating information about the roles of the liaison to homeless individuals and service providers in the community, and development of policies and procedures that the LEA will implement to ensure that the proposed activities will not isolate or stigmatize homeless children and youth consistent with 722(e)(3). Applicants should describe their plans to monitor their own projects, including who and what should be monitored, how and when the tasks should be accomplished, and how needed changes will be made. An evaluation plan must be provided in which an ongoing process of assessing achievement of objectives and the success of each homeless student during the project is included.

### OTHER INFORMATION

Describe how this application was planned and written, identifying school and community groups and their roles in the process. Letters of commitment and support from each homeless service provider should be submitted along with the "Advisory Committee" form on page 5.

### BUDGET

Complete the budget provided on page 4.

\_\_\_\_\_  
Grant Award Period

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Project Title

	McKinney	In-Kind	Other	(Section I) Total Requested Budget	(Section II) Revised Budget (State Use Only)
Salaries					
Employee Benefits					
Purchased/ Contracted Services					
Transportation					
Supplies & Materials					
Equipment **					
Other * (describe below)					
<b>Total</b>					

\*Other:

\*\*Any item costing over \$500.00

<b>(STATE USE ONLY)</b> ____APPROVED AS REQUESTED (SECTION I)  ____APPROVED AS REVISED (SECTION II) (Check one)	_____ DIVISION  _____ SIGNATURE  _____ DATE
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### Advisory Committee

The project Advisory Committee should consist of individuals representing both the school district and agencies/programs providing services to homeless children, youth and families in the area. (If possible you might include a homeless parent on your committee.) In the chart below list the name and agency affiliation of each person who has agreed to serve on your Advisory Committee.

Person	Affiliation	Signature

## PROGRAM OBJECTIVES FOR AUTHORIZED ACTIVITIES

Major Objective Number \_\_\_\_\_

KEY ACTIVITIES	ANTICIPATED TIMELINE	PERSON(S) RESPONSIBLE	EVALUATION OF ACTIVITY OUTCOME

Duplicate this page as necessary.

## APPENDIX A

### SOUTH DAKOTA DEPARTMENT OF EDUCATION ASSURANCES REQUIRED BY THE MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

The McKinney-Vento Homeless Assistance Act, Subtitle B - Education for Homeless Children and Youths, Section 722, (g) paragraphs 3 - 7:

#### (3) LOCAL EDUCATIONAL AGENCY REQUIREMENTS

(A) IN GENERAL. The local educational agency serving each child or youth to be assisted under this subtitle shall according to the child's or youth's best interest --

(i) continue the child's or youth's education in the school of origin for the duration of homelessness-

(I) in any case in which a family becomes homeless between academic years or during an academic year; or

(II) for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or

(ii) enroll the child or youth in any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

(B) BEST INTEREST. In determining the best interest of the child or youth under subparagraph (A), the local educational agency shall --

(i) to the extent feasible, keep a homeless child or youth in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian;

(ii) provide a written explanation, including a statement regarding the right to appeal under subparagraph (E), to the homeless child's or youth's parent or guardian, if the local educational agency sends such child or youth to a school other than the school of origin or a school requested by the parent or guardian; and

(iii) in the case of an unaccompanied youth, ensure that the homeless liaison designated under paragraph (1)(J)(ii) assists in placement or enrollment decisions under this subparagraph, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal under subparagraph (E).

#### (C) ENROLLMENT.

(i) The school selected in accordance with this paragraph shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.

(ii) The enrolling school shall immediately contact the school last attended by the child or youth to obtain relevant academic and other records.

(iii) If the child or youth needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the child or youth to the local education agency liaison designated under paragraph (1)(J)(ii), who shall assist in obtaining necessary immunizations, or immunization or medical records, in accordance with subparagraph (D).

(D) RECORDS. Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained --

(i) so that the records are available, in a timely fashion, when a child or youth enters a new school or school district; and

(ii) in a manner consistent with section 444 of the General Education Provisions Act (20 U.S.C. 1232g).

(E) ENROLLMENT DISPUTES. If a dispute arises over school selection or enrollment in a school --

(i) the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;

(ii) the parent or guardian of the child or youth shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision;

(iii) the child, youth, parent, or guardian shall be referred to the local educational agency liaison designated under paragraph (1)(J)(ii), who shall carry out the dispute resolution process as described in paragraph (1)(C) as expeditiously as possible after receiving notice of the dispute; and

(iv) in the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

(F) **PLACEMENT CHOICE.** The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

(G) **SCHOOL OF ORIGIN DEFINED.** In this paragraph, the term 'school of origin' means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

(H) **CONTACT INFORMATION.** Nothing in this subtitle shall prohibit a local educational agency from requiring a parent or guardian of a homeless child to submit contact information.

(4) **COMPARABLE SERVICES.** Each homeless child or youth to be assisted under this subtitle shall be provided services comparable to services offered to other students in the school selected under paragraph (3), including the following:

(A) Transportation services

(B) Educational services for which the child or youth meets the eligibility criteria, such as services provided under title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.

(C) Programs in vocational and technical education.

(D) Programs for gifted and talented students.

(E) School nutrition programs.

(5) **COORDINATION.**

(A) **IN GENERAL.** Each local educational agency serving homeless children and youths that receives assistance under this subtitle shall coordinate --

(i) the provision of services under this subtitle with local social services agencies and other agencies or programs providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.); and

(ii) with other local educational agencies on interdistrict issues, such as transportation or transfer of school records.

(B) **HOUSING ASSISTANCE.** If applicable, each State educational agency and local educational agency that receives assistance under this subtitle shall coordinate with State and local housing agencies responsible for developing the comprehensive housing affordability strategy described in section 105 of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12705) to minimize educational disruption for children and youths who become homeless.

(C) **COORDINATION PURPOSE.** The coordination required under subparagraphs (A) and (B) shall be designed to --

(i) ensure that homeless children and youths have access and reasonable proximity to available education and related support services; and

(ii) raise the awareness of school personnel and service providers of the efforts of short-term stays in a shelter and other challenges associated with homelessness.

(6) **LOCAL EDUCATIONAL AGENCY LIAISON.**

(A) Each local educational agency liaison for homeless children and youths, designated under paragraph (1)(J)(ii), shall ensure that--

(i) homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies;

(ii) homeless children and youths enroll in, and have a full and equal opportunity to succeed in the schools of that local educational agency;

(iii) homeless families, children, and youths receive educational services for which such families, children, and youths are eligible, including Head Start and Even Start programs and preschool programs administered by the local educational agency, and referrals to health care services, dental services, mental health services, and other appropriate services;

(iv) the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;

(v) public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and

soup kitchens;

(vi) enrollment disputes are mediated in accordance with paragraph (3)(E); and

(vii) the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, as described in paragraph (1)(J)(iii), and is assisted in accessing transportation to the school that is selected under paragraph (3)(A).

(B) NOTICE. State coordinators established under subsection (d)(3) and local educational agencies shall inform school personnel, service providers, and advocates working with homeless families of the duties of the local educational agency liaisons.

(C) LOCAL AND STATE COORDINATION. Local educational agency liaisons for homeless children and youths shall, as a part of their duties, coordinate and collaborate with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.

(7) REVIEW AND REVISIONS.

(A) IN GENERAL. Each State educational agency and local educational agency that receives assistance under this subtitle shall review and revise any policies that may act as barriers to the enrollment of homeless children and youth in schools that are selected under paragraph (3).

(B) CONSIDERATION. In reviewing and revising such policies, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

(C) SPECIAL ATTENTION. Special attention shall be given to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school.

APPENDIX B

SOUTH DAKOTA DEPARTMENT OF EDUCATION ASSURANCES REQUIRED BY THE MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

The McKinney-Vento Homeless Assistance Act Homeless Education Assistance Act of 2001, Section 723, (a) (2) & (3)

(a)(2) Services -

May be provided through programs on school grounds or other facilities. Shall, to the extent practicable, be provided through existing programs and mechanisms that integrate homeless children and youths with nonhomeless children and youths. Shall be designed to expand or improve services provided as part of a school's regular academic program, but not to replace such services provided under such program. If services are provided on school grounds, schools may use funds to provide the same services to other children and youths who are determined by the LEA to be at risk of failing in, or dropping out of, school, except as otherwise provided in section 722(e)(3)(B), shall not provide services in settings within a school that segregate homeless children and youths from other children and youths, except as necessary for short periods of time for health and safety emergencies; or to provide temporary, special, and supplementary services to meet the unique needs of homeless children and youths.

(a)(3) Requirement

Services provided under this grant shall not replace the regular academic program and shall be designed to expand upon or improve services provided as part of the school's regular academic program.

## APPENDIX C

### SOUTH DAKOTA DEPARTMENT OF EDUCATION ASSURANCES REQUIRED BY THE MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

#### Section 436 GEPA, Single Local Educational Agency Application

(a) Each local educational agency which participates in an applicable program under which Federal funds are made available to such agency through a State agency or board shall submit to such agency or board a general application containing the assurances set forth in subsection (b). That application shall cover the participation by that local education agency in all such programs.

(b) The general application submitted by a local educational agency under subsection (a) shall set forth assurances-

(1) that the local educational agency will administer each program covered by the application in accordance with all applicable statutes, regulations, program plans, and applications;

(2) that the control of funds provided to the local educational agency under each program and title to property acquired with those funds, will be in a public agency and that a public agency will administer those funds and property;

(3) that the local educational agency will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, Federal funds paid to that agency under each program;

(4) that the local educational agency will make reports to the State agency or board and to the commissioner as may reasonably be necessary to enable the State agency or board and the Commissioner to perform their duties and that the local educational agency will maintain such records, including the records required under section 437, and provide access to those records as the State agency or board or the Commissioner deem necessary to perform their duties;

(5) that the local educational agency will provide reasonable opportunities for the participation by teachers, parents, and other interested agencies, organizations, and individuals in the planning for and operation of each program;

(6) that any application, evaluation, periodic program plan or report relating to each program will be made readily available to parents and other members of the general public;

(7) that in the case of any project involving construction-

(A) the project is not inconsistent with overall State plans for the construction of school facilities, and

(B) in developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed by the Secretary under section 504 of the Rehabilitation Act of 1973 in order to ensure that facilities constructed with the use of Federal funds are accessible to and usable by handicapped individuals;

(8) that the local educational agency has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects; and

(9) that none of the funds expended under any applicable program will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.

(c) A general application submitted under this section shall remain in effect for the duration of the programs it covers. The State agencies or boards administering the programs covered by the application shall not require the submission or amendment of such application unless required by changes in Federal or State law or by other significant change in the circumstances affecting an assurance in such application.

APPENDIX D  
REVIEW FORM

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Date

A. Need Assessment (15 points available)

Points\_\_\_\_\_

- Is there evidence that a systematic needs assessment was conducted?
- Are the identified needs supported by statistical or other documentation?
- Do the identified needs justify the proposed project?
- For continuation projects, has the applicant provided evidence of program evaluation and success in the past year?

B. Vision (10 points available)

Points\_\_\_\_\_

- Is it consistent with the application's program purpose?
- Is it consistent with the rest of the application?

C. Summary and Objectives (35 points available)

Points\_\_\_\_\_

- Does the proposed program address the identified needs and vision statements?
- Are the proposed plans of operation and expected program outcomes well delineated?
- Are the major objectives important, attainable, and consistent with the program narrative and program funding purpose?
- Are the activities identified key to accomplishment of the stated objectives?
- Are all of the program requirements delineated in the design?
- Is there evidence of linkages with school and community groups which enhance the project?

D. Planning Process (15 points available)

Points\_\_\_\_\_

- Was an inclusive planning process undertaken?
- Who was involved and how?
- Were all mandated constituents involved in the process?

E. Evaluation (15 points available)

Points\_\_\_\_\_

- Is the evaluation plan likely to show which program components were successful and which were not?
- Will ongoing evaluation activities during the program period provide continual feedback, and aid in modifying the program activities and enhancing the probability of achieving the stated objectives?
- Are the methods of evaluation objective and do they result in quantitative and qualitative data?

F. Budget/Cost Effectiveness (10 points available)

Points\_\_\_\_\_

- Is the proposed budget the best use of funds to accomplish the program objectives and activities?
- Are all requested budget items allowable under application and funding source requirements?
- Is each requested item necessary for delivery of the described program?
- Do the resources devoted by the district demonstrate adequate commitment to the project's philosophy and success?

**Total Points\_\_\_\_\_**